



wccadmissionsinfo@yccd.edu



ycadmissions@yccd.edu

## HIGH SCHOOL NON-CCAP DUAL ENROLLMENT REQUEST

### Eligibility:

- Current high school students can take YCCD classes with their high school's permission.
- New students, students who have not enrolled at YCCD for 2 or more terms must submit a CCCApply application.
- 9+ credits during Fall/Spring and 8+ credits during Summer require HS transcripts and college administrator or District Registrar approval for credit overload.

### Tuition and Fees:

- Tuition and fees are waived for part-time students only. Students requesting full-time status (12+ credits for Fall/Spring and 9+ credits for Summer) must pay all tuition and fees regardless of actual credits taken. Non-resident tuition will be waived.

### Course Rules:

- All course prerequisites must be met
- No PE or Kinesiology courses may be taken
- Courses must be college level (# 1-99)
- Completion of 10th grade is required for English and Math courses and courses with a prerequisite of English or Math; transcripts with all final grades are required

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Phone #: \_\_\_\_\_ Home College:  Yuba College  Woodland Community College

Birthdate: \_\_\_\_\_ Expected High School Graduation Year: \_\_\_\_\_

High School: \_\_\_\_\_ HS Address: \_\_\_\_\_

Enrollment Term:  Fall  Spring  Summer Year: \_\_\_\_\_ Grade When Term Starts:  9  10  11  12

Have you enrolled at Yuba College or Woodland Community College before?  Yes  No - Parent Authorization is Required:

#### PARENT/GUARDIAN AUTHORIZATION - required for new YCCD students

As the parent/guardian of the above-named student, I authorize them to enroll in YCCD courses. I understand that in accordance with FERPA regulations, information may NOT be released to the parent without the student's written permission.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students will be given approval for courses in order of rank until the maximum credits allowed are reached. Approval allows enrollment in any open section of the course. **Students must enroll themselves on or after their registration date.**

RANK	COURSE	COURSE TITLE	CREDITS
Ex:	ART-5	Art Appreciation	3
1			
2			
3			
4			

### STUDENT AGREEMENT

I agree to abide by all rules and regulations of the Yuba Community College District and authorize the release of all academic information back to the high school.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### DESIGNATED K-12 SCHOOL OFFICIAL RECOMMENDATION

I verify this student is eligible to enroll in advanced scholastic or vocational work and is recommended for admission to the college.

Maximum Credits Approved: \_\_\_\_\_ School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Overload Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_



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## HIGH SCHOOL DUAL ENROLLMENT REQUIREMENTS

In addition to the requirements on Page 1 the following apply:

- Students who graduate HS before the term starts are ineligible and must submit a new CCCApply application as a HS graduate.
- **Grades earned are posted to the student's permanent college transcript**
- **After each semester transcripts for concurrent enrolled high school students will be sent to the high schools**
- The course content is not altered and is intended for adults
- Students are treated as adults, and are expected to act in a mature manner in the classroom and on campus
- **Parents must communicate with their son/daughter about academic progress and not with the instructor or college personnel**
- Students must complete the 8th grade prior to the enrollment term start.
- Students are required to fulfill the minimum day requirement at their high school, or for charter/home school students, the parent must verify that the proposed college coursework will not interfere with the student's basic high school coursework
- Charter/home-school students must present a grade equivalency certification, documenting the grade level they have achieved;
- Charter/home-school students must present a copy of the affidavit submitted to the State or County Office of Education to document the student's involvement in an educational process
- **Students are responsible for discussing the use of the college course with the high school PRIOR TO ENROLLING IN THE COURSE.** The college assumes no responsibility for the agreement between the high school and the student.
- Students attending a class with the Yuba Community College District are expected to abide by all rules and regulations of the District.

### DUAL ENROLLMENT ADMINISTRATIVE PROCEDURES

In accordance with Board Policies 5010 and 5011, the Yuba Community College District will admit students under the age of 18 who do not hold high school diplomas or the equivalent, as special part-time students, provided these students are recommended by their high school as being able to benefit from advanced scholastic and vocational coursework, excluding physical education courses. Students must have the written recommendation of their high school designee/county superintendent and written parental approval.

### INFORMATION FOR HIGH SCHOOL DESIGNEE/PRINCIPAL/COUNTY SUPERINTENDENT

By signing this recommendation form, the High School designee is certifying that they are in compliance with Section 48800 of the Education Code.

#### For Summer Session Classes ONLY:

The High School Principal may recommend a pupil for community college summer session for the following courses regardless of the 5% limitation:

1. College course-level coursework that applies toward the IGETC or CSU GE requirement
2. College-level occupational coursework that is part of a sequence of career-technical education courses leading to a degree or certificate in that subject area
3. Courses that are necessary to assist pupils who have not passed the California High School Exit Exam

Other than these 3 exemptions to the 5% rule, the High School Principal may only recommend a pupil for community college summer session if that pupil meets all of the following criteria:

- A. Demonstrates adequate preparation in the discipline being studied
- B. Exhausts all opportunities to enroll in an equivalent course, if any, at his/her school of attendance

If the pupil does not qualify for one of the 3 exemptions, a High School Principal may not recommend for community college summer session attendance more than 5% of the total number of pupils who completed that grade immediately prior to the time of recommendation.